



KING COUNTY
PROJECT/PROGRAM MANAGER II
PUBLIC HEALTH-SEATTLE & KING COUNTY
PREVENTION DIVISION/LABORATORY SECTION

Hourly Rate Range \$25.26 - \$32.02

Job Announcement No.: 04TA4579

OPEN: 9/8/04

CLOSE: 9/22/04

WHO MAY APPLY: This career service position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Dr. Paul Swenson at (206) 731-8950 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Yesler Building, 400 Yesler Way, 3rd Floor or Harborview Medical Center, Seattle.

WORK SCHEDULE: This position is overtime eligible. It works a 20 hour workweek; Monday through Friday; some rotating evenings and weekends.

PRIMARY JOB FUNCTIONS INCLUDE: This position is responsible for oversight and quality improvement activities related to laboratory testing performed at Public Health Clinics and contracted laboratory services throughout the Department. Primary job functions include:

- Develop and monitor laboratory quality assurance and quality control programs for the Department's 13 clinics according to Clinical Laboratory Improvement Amendments (CLIA) requirements.
- Develop and write procedures for existing and new laboratory testing performed in these clinics.
- Develop systems and write protocols for training staff to perform laboratory testing.
- Ensure that all clinics are enrolled in required proficiency testing.
- Develop systems and write protocols for monitoring proficiency testing in the clinics.
- Ensure that corrective action is taken if proficiency test results are unsatisfactory.
- Ensure that all clinics are prepared for and pass onsite inspections by the State of Washington Department of Health.
- Ensure that corrective action is taken if deficiencies are identified during inspections.
- Assist clinics with ordering contracted laboratory services as needed.
- Coordinate the bid process for contracted laboratory services.

QUALIFICATIONS:

- Knowledge of other relevant agencies and systems.
- Knowledge of negotiation principles.
- Knowledge of project management principles.
- Knowledge of general government principles and procedures.
- Basic quantitative skills.
- Written and oral communications skills.
- Analytical and problem solving skills.
- Skills in gathering, manipulating and using data utilizing a computer and other tools.
- Skill in working effectively as a team member to coordinate accomplishment of specific tasks.

DESIRED QUALIFICATIONS: These are critical desired qualifications for this position.

- Knowledge of Clinical Laboratory Improvement Amendments (CLIA) requirements.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Knowledge of laboratory quality assurance, quality control, proficiency testing, and training of testing personnel.
- Knowledge of written procedures for laboratory testing.
- Knowledge of ordering contracted laboratory services.
- Knowledge of renewal of contracted laboratory services.
- Bachelors in medical technology or chemical, physical, or biological science and 2 years laboratory training/experience in a clinical laboratory.

NECESSARY SPECIAL REQUIREMENTS:

- Demonstrated knowledge of relevant principles and bench-level practices of medical technology.
- Knowledge of procedures, principles, and protocols for testing clinical specimens.
- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.

UNION MEMBERSHIP: Non-represented

SEQUENCE NUMBER: 80-8243-2250